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PRESTON SCHOOL OF INDUSTRY AT IONE.

RULES AND REGULATIONS

FOR

OFFICERS AND EMPLOYES.

TRUSTEES:

E. M. PRESTON, Nevada City, *President.*

ADAM ANDREW, Sacramento.

FAYETTE MACE, Ione.

E. CARL BANK, Superintendent.

STAMP



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УРАЯДИ ОБОЗНАТЪ

RULES AND REGULATIONS
OF THE
PRESTON SCHOOL OF INDUSTRY.

The following rules and regulations for the government of the officers and employes of the Preston School of Industry are hereby adopted by the Board of Trustees on this, the fifth (5th) day of December, 1893.

The officers of the Preston School of Industry shall consist of the

Superintendent,
(and his corps of assistants, to wit:)
Assistant Superintendent,
Bookkeeper and Secretary,
Military Instructor,
Commissary,
Matron,
Engineer,
Family Officers,

and such other help as the needs of the school may require.

SUPERINTENDENT.

superintendent shall reside at the school and be devoted to the interests of the institution. He shall be the chief officer and shall have general charge of all the affairs of the institution.

He shall see that all officers and employés are punctually in the discharge of their respective duties and that all rules and by-laws are faithfully carried out. He shall report to the Board for the actions and the conduct of the employés while in the employ of the institution. He shall appoint all officers and employés, subject to the approval of the Board, except those whose appointment is otherwise provided for by statute.

He shall have kept at all times an accurate and detailed account of all purchases made, moneys paid out, articles received, which accounts, together with a statement of the other business of the institution, shall be presented and read at every regular meeting. He shall receive and audit all accounts and perform such other duties as may be required by the law or the law may prescribe. (*Vide* Sec. 10.)

He shall employ some person to conduct the religious services, and shall pay the person so officiating a salary for each service performed.

He shall also provide for such other services and expenses as may seem appropriate; *provided, however,* that the cost of such service or address shall be in any way of a

ASSISTANT SUPERINTENDENT.

SECTION 1. The Assistant Superintendent shall aid the Superintendent in his various duties, and in case of death, indisposition, or absence from the school, of the Superintendent, his duties shall be performed by the Assistant.

SEC. 2. The Assistant shall be next in authority to the Superintendent, and in the absence of the Superintendent shall be the superior officer, and as such shall have full authority in all matters about the school.

SEC. 3. He shall have the general and personal supervisory care of all departments of the school.

THE SECRETARY.

SECTION 1. The Secretary shall act as clerk of the Board and bookkeeper of the school.

SEC. 2. As Secretary he shall give notice to each Trustee of the time and place of all Board meetings, and shall also keep an accurate record of the proceedings of the Board in a book provided for that purpose.

SEC. 3. As Bookkeeper he shall keep books of account relating to the general business transacted at the school, and render such statements as may be required by the Board and the Superintendent.

THE COMMISSARY.

SECTION 1. The Commissary shall be one of the male officers of the school, and, under the Superintendent and his Assistant, shall have charge of all the supplies of food, clothing, groceries, etc. Upon the receipt of every article for the use of the school he shall carefully examine it and ascertain that nothing is received that is unsound or imperfect, and also that it corresponds with the invoices in weight, measurement, quantity, and quality, and shall enter the same correctly in a book provided for that purpose.

SEC. 2. He shall deliver no article or articles except upon written requisitions from the proper officer and countersigned by the Superintendent, or, in his absence, by the Assistant Superintendent, which requisition shall be his vouchers for such deliveries, and shall be promptly entered in a book provided for that purpose.

SEC. 3. On a day appointed in each week by the Superintendent, he shall make a written report of all articles needed, in order that the Superintendent may provide for such needs.

SEC. 4. On the last day of each month he shall make a written report to the Superintendent of all articles distributed, and the cost of the same, showing the amount and kind supplied to each department and the vouchers by which said articles were issued.

SEC. 5. On the last week of each official year he shall take a correct inventory of the stock of every kind under his charge, which shall be entered in a book, and a copy furnished the Superintendent.

SEC. 6. He shall be present each day at such a stated time as the Superintendent may elect, to receive and fill requisitions from the various departments, and at no other times are requisitions to be honored, except by special dispensation of the Superintendent.

THE MILITARY INSTRUCTOR.

SECTION 1. The Military Instructor shall have charge of the military training of the pupils, and shall make it his constant endeavor to make his department a source, not only of profit to the boy, but also of pleasure and pride.

THE MATRON.

SECTION 1. The Matron shall be intrusted with the care and general oversight of those parts of the school which properly belong to her office.

SEC. 2. She shall be provided with such help as she may need, and it shall be her duty to see that the work of her assistants is properly carried on. It will be her especial duty to see that the domestic work of the school is at all times kept in proper condition.

SEC. 3. She shall also take especial care of affairs in the hospital, and see that the sick are at all times properly cared for.

TEACHERS.

SECTION 1. The Teachers shall instruct the pupils in such branches of education as may be prescribed by the Superintendent.

SEC. 2. They shall use all proper means to inspire their pupils with a love of study, and prove to them the value of good conduct, a practical education, and sound morality.

SEC. 3. They shall take charge of the boys in the school-room, and attend to the care and cleanliness of their departments.

ENGINEER.

SECTION 1. The Steam Engineer shall have charge of the steam plant of the school with all its various connections.

SEC. 2. He shall make such inspection and take such care of his department as may be required to insure the safety and facility of its working.

SEC. 3. He shall have the care of all the fire apparatus of the school, and shall take especial pains to see that all such appliances are in working order at all times.

SEC. 4. He shall have the care of the water power and supply, and see that the tank in Administration Building is filled with water at all times.

SEC. 5. He shall have charge of all the plumbing and sanitary drainage of the buildings and grounds.

SEC. 6. The Electrical Engineer shall have charge of the electrical plant and the various parts connected with the department.

WATCHMEN.

SECTION 1. It shall be the duty of the Watchmen to make their rounds every hour while on duty, visiting on each round all public rooms and boys' sleeping-rooms.

SEC. 2. It shall be their duty to inspect the apparatus for fire protection on their respective beats every evening before the boys are sent to the dormitories.

SEC. 3. They shall be held responsible for the safety of the pupils and the care of the various departments under their supervision while on duty.

THE FARMER.

SECTION 1. The Farmer shall have the general care of the farm and stock, and shall make it his constant endeavor to make the products of his department meet the requirements of the school as far as possible.

GENERAL REGULATIONS.

SECTION 1. The duties of the various officers and employés (except the Secretary) shall at all times be under the direction of the Superintendent or his Assistant, who shall also assign such other duties as seem for the best interests of the school.

SEC. 2. The several officers and employés shall hold their appointments during the pleasure of the Superintendent, but their tenure of office shall not depend upon any political or religious belief that they may have.

SEC. 3. Every person employed at the school shall live on the grounds, and shall devote his or her whole time to the interests of the institution, and shall faithfully and conscientiously try at all times to uphold the management and contribute to the success of the school.

SEC. 4. He shall as far as possible inspire the boys with a love for study, morality, and a correct mode of living. He shall impress upon the boys, not only by word but by example, which is often of more value than precept, the advantages of doing right for the sake of right.

SEC. 5. The discipline shall be the discipline of the family home, the school, the shop, rather than that of a penal institution.

SEC. 6. Punishments shall be imposed only as the result of deliberate and correct judgment, and never under excitement or in the spirit of retribution. No officer who allows his passion to govern his action can be successful—he who governs not himself can hardly expect to govern others. The kind of punishment shall depend upon the exigency of the case, and shall always be decided on the side of humane principles.

SEC. 7. Corporal punishment must only be resorted to after all else has failed. Remember that kind words fitly spoken are of more avail and exert a better influence than harsh or unkind treatment.

SEC. 8. In all cases care must be exercised to impress the delinquent with the conviction that the object in administering punishment is to subdue his vicious passions, to promote his individual welfare, and secure good discipline in the school. The decision in each case must be so given as to leave no doubt in the mind of the delinquent as to the intention of the officer to uphold the discipline of the school without reference to any particular individual.

SEC. 9. All cases requiring severe discipline shall be reported to the Superintendent or Assistant Superintendent before being acted upon, except in an emergency requiring immediate action, and then such case must be immediately reported to the office.

SEC. 10. Any officer or employé who shall abuse or ill-treat any pupil shall be subject to a summary dismissal.

SEC. 11. All pupils shall be given the liberty at all times to communicate with the Superintendent, whether to complain of grievances or seek privileges.

SEC. 12. No intoxicating liquors shall be brought into the school except for medicinal purposes.

SEC. 13. No tobacco shall be furnished or allowed any inmate, and no person in the employ of the institution shall use tobacco in the presence of the inmates. No profane or indecent language will be tolerated.

SEC. 14. All officers or employés shall be responsible for the boys placed in their care until they are relieved of such responsibility by some other officer or employé.

SEC. 15. All persons in the employ of the institution shall be entitled to two weeks vacation for every twelve consecutive months employed. The time of taking the vacation shall be entirely at the discretion of the Superintendent. All other leaves of absence may either be deducted from the vacation or taken out of the wages, at the discretion of the Superintendent.

SEC. 16. Such other liberty, relief, and privileges may be granted by the Superintendent as is consistent with the proper management of the institution; it is nevertheless understood that one's whole time belongs to the institution, to be employed in such a way and manner as the Superintendent may direct, without reference to the usual manner in which the person is employed.

SEC. 17. No article or any property belonging to the school shall be used for the private use or benefit of any employé, except such property as may be supplied in the regular manner, and each person shall be held responsible for all property in his or her department.

SEC. 18. No officer or employé shall be allowed to have any service or work of any kind performed for his (or her) personal pleasure or need by any pupil or any department of the school,

except as may be done in the regular way or by special permit from the Superintendent.

SEC. 19. No person whatever shall be allowed to interfere in any way with the religious belief or faith of any pupil—the school is not in any sense sectarian—and all religious instruction shall be of a non-sectarian nature, except such as may be given by the followers of one faith to pupils of the same faith.

SEC. 20. Visitors shall be admitted during week days at such times and under such circumstances as the Superintendent may direct.

SEC. 21. Visitors may be allowed to attend religious services on the Sabbath, but will be expected to leave the premises directly after the service, and will not be allowed to see or converse with the pupils.

SEC. 22. Boys may be allowed to see their friends two months after entering the school, and only once in two months afterwards, but there is no provision at the school for either lodging or boarding visitors.

SEC. 23. Boys may receive such presents from their friends as is consistent with the proper management of the school. All necessary provision is made for our boys' needs. The friends of the boys are particularly requested to send home newspapers and periodicals. The "Youths' Companion" and "Golden Days" are quite acceptable, as also some of the current magazines for the older pupils. No literature of the sensational kind will be allowed.

SEC. 24. Parents and friends are allowed to write to pupils as often as they desire, but are cautioned against writing anything which would tend to cause the boy any feeling of discontent.

SEC. 25. All communications concerning the release of a boy must be directed to the Superintendent, and in no case must any reference be made to the subject when addressing a pupil.

SEC. 26. Boys are permitted to write once every four weeks at the State's expense and once every four weeks at their own expense.

SEC. 27. No boys afflicted with any contagious disease, St. Vitus' dance, or who may be subject to epileptic fits, shall be received.

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